
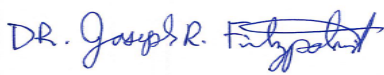


POLICY TITLE: ADMINISTRATIVE CONTROL UNIT POLICY NUMBER: 15.5 CHAPTER 15: SPECIAL MANAGEMENT PRISONERS		PAGE <u>1</u> OF <u>14</u>
 STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 		PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: September 9, 2014	LATEST REVISION:	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A., Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to have a period of intensive security and programming in a restrictive housing unit for male prisoners who pose a repeated or serious threat to the safety of others, risk of escape, or another repeated or serious threat to facility security. The Administrative Control Unit is a part of the Special Management Unit at the Maine State Prison.

IV. CONTENTS

Procedure A:	Referral to the Administrative Control Unit
Procedure B:	Initial Review of Administrative Control Unit Placement
Procedure C:	Additional Reviews
Procedure D:	Orientation to and Conditions of the Administrative Control Unit
Procedure E:	Medical Visits and Mental Health Evaluations for the Administrative Control Unit
Procedure F:	Security Procedures for Prisoners in the Administrative Control Unit
Procedure G:	Removal from the Administrative Control Unit
Procedure H:	Intensive Mental Health Unit

V. ATTACHMENTS

Attachment A:	Notice of Administrative Control Unit Referral
Attachment B:	Administrative Control Unit Review Minutes
Attachment C:	Prisoner Appeal of Administrative Control Unit Housing
Attachment D:	Individualized Case Plan

Attachment E: Notice of Additional Review of Administrative Control Unit Housing
Attachment F: Commissioner's Six Month Review of Administrative Control Unit Housing

VI. PROCEDURES

Procedure A: Referral to the Administrative Control Unit

1. Any member of the Maine State Prison Special Management Unit Team may refer a prisoner who has been on administrative segregation status at the Prison for sixty (60) days or more for placement in the Administrative Control Unit by completing the Notice of Administrative Control Unit Referral form (Attachment A). The Prison Special Management Unit Team shall determine whether to recommend the prisoner for placement in the Administrative Control Unit.
2. The Chief Administrative Officer, or designee, of another departmental adult facility may refer a male prisoner on administrative segregation status at that facility for placement in the Administrative Control Unit at the Prison by requesting the Department's Director of Classification to approve the transfer of the prisoner to the Maine State Prison Special Management Unit. If the transfer is approved, the Chief Administrative Officer, or designee, shall complete the Notice of Administrative Control Unit Referral form (Attachment A). If the prisoner is retained on administrative segregation status at the Prison for sixty (60) days or more, the Prison Special Management Unit Team shall determine whether to recommend the prisoner for placement in the Administrative Control Unit.
3. A prisoner may be placed in the Administrative Control Unit when any one of the following criteria is met:
 - a. The prisoner poses a repeated or serious threat to the safety of others requiring a period of intensive security and programming;
 - b. The prisoner poses a risk of escape requiring a period of intensive security and programming; or
 - c. The prisoner poses another repeated or serious threat to facility security requiring a period of intensive security and programming.
4. The Prison Special Management Unit Team shall consider the following in determining whether to recommend the prisoner for placement in the Administrative Control Unit:
 - a. Incident during incarceration in which the prisoner intentionally caused the death of another person;
 - b. Incident during incarceration in which the prisoner intentionally caused serious injury to another person;

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 2 of 14

- c. Incident during incarceration in which the prisoner participated in a hostage or riot situation;
 - d. Incident during incarceration in which the prisoner was in the possession of a weapon or escape tool;
 - e. Escape or attempted escape from the secure perimeter of a correctional facility;
 - f. Pattern during incarceration of assaultive, predatory, or sexual behavior that places other persons at risk of serious injury or death; or
 - g. Credible intelligence information from the facility Inner Perimeter Security Team or the facility correctional investigative officer that indicates the prisoner is planning, ordering, directing, soliciting, and/or organizing actions that place other persons at risk of serious injury or death or threaten facility security or has previously done so during incarceration.
5. A prisoner may not be recommended for placement in the Administrative Control Unit solely based on the nature of the crime which resulted in the prisoner's incarceration. However, the nature of the crime may be considered in combination with other factor(s) as set out above.
 6. Prior to review by the Prison Special Management Team of a prisoner's referral for placement in the Administrative Control Unit, the Special Management Unit Manager, or designee, shall ensure that appropriate health care staff evaluate the prisoner to determine if there is any health care condition that might contraindicate the placement and that mental health care staff evaluate the prisoner to determine if the prisoner is more appropriate for referral for placement in the IMHU.

Procedure B: Initial Review of Administrative Control Unit Placement

1. If a prisoner is referred for placement in the Administrative Control Unit, and has not since been removed from administrative segregation status, the Prison Special Management Unit Team (consisting of at least three members) shall conduct a review of the referral. The review may not occur sooner than sixty (60) days after the prisoner has been on administrative segregation status at the Prison in accordance with the review process set out in Departmental Policy 15.1, Administrative Segregation.
2. The Unit Manager, or designee, shall provide to the prisoner a copy of the Notice of Administrative Control Unit Referral form a minimum of forty-eight (48) hours prior to the Special Management Unit Team review. The prisoner may not waive the forty-eight (48) hour notice for this review.
3. The staff providing the form to the prisoner shall record, on the form, the date and time of provision of the form to the prisoner.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 3 of 14

4. The notice shall specify which of the criteria as set out in Procedure A.3. and which of the behaviors as set out in Procedure A.4. form the basis for the referral for placement of the prisoner in the Administrative Control Unit.
5. The criteria and behaviors specified shall be read to the prisoner, who shall also be advised that he may submit a written statement regarding the referral for placement in the Administrative Control Unit.
6. If the prisoner's behavior warrants denying the prisoner's presence at the review, documentation shall be made on the Administrative Control Unit Review Minutes form (Attachment B) and the review shall proceed in the prisoner's absence. Unless the prisoner's behavior warrants denying the prisoner's presence, the prisoner shall appear at the review to respond to the rationale for placement in the Administrative Control Unit. Refusal by a prisoner to appear at this review shall be documented on the Administrative Control Unit Review Minutes form and the review shall proceed in the prisoner's absence.
7. At the review, the prisoner may respond orally or submit a statement in writing. A summary of the prisoner's oral statement shall be documented by the Special Management Unit Team and any written statement shall be attached to the form.
8. The team's recommendation shall be based on a determination as to whether one or more of the criteria set out in Procedure A.3. above is met.
9. The reason(s) for the team's recommendation shall be documented on the Administrative Control Unit Review Minutes form. The Unit Manager, or designee, shall complete the form and shall forward it to the Prison Warden, or designee.
10. The Warden, or designee, shall make a determination as to whether placement in the Administrative Control Unit is justified, noting the determination on the Administrative Control Unit Review Minutes form, and shall notify the Department's Director of Classification of the determination. The Warden, or designee, shall forward the form to the Department's Director of Classification.
11. After conferring with the Department's Director of Security and other appropriate staff, the Department's Director of Classification shall decide whether the prisoner is to be placed in the Administrative Control Unit, noting the decision on the form, and shall inform the Warden, or designee, of the decision. The Department's Director of Classification shall forward the form to the Warden, or designee, who shall forward it to the Special Management Unit Manager, or designee. The Unit Manager, or designee, shall provide a copy of the form to the prisoner and record, on the form, the date and time of provision of the form to the prisoner.
12. If the decision is that the prisoner is to be placed in the Administrative Control Unit, the Unit Manager, or designee, shall advise the prisoner that he may appeal

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 4 of 14

the decision within five (5) working days to the Commissioner, or designee, and that the Commissioner, or designee, is the final administrative appeal authority.

13. The Unit Manager, or designee, shall ask the prisoner whether the prisoner wishes to waive the right to appeal. If the prisoner signs the waiver on the Administrative Control Unit Review Minutes form, no appeal shall be considered and the prisoner shall be placed in the Administrative Control Unit. Any written waiver signed by a prisoner is final and may not be withdrawn.
14. If the prisoner does not sign the waiver, the Unit Manager, or designee, shall provide the prisoner with a Prisoner Appeal of Administrative Control Unit Housing form (Attachment C). If the prisoner does not submit an appeal or submits a late appeal, the prisoner shall be placed in the Administrative Control Unit after five (5) working days.
15. If the prisoner does not sign the waiver, he may submit an appeal to the Unit Clerk, or other designated unit staff, within five (5) working days of the prisoner's receipt of the Administrative Control Unit Review Minutes form with the decision of the Department's Director of Classification.
16. If the prisoner has not waived the right to appeal and submits an appeal within the required time frame, the prisoner shall not be placed in the Administrative Control Unit unless the Commissioner, or designee, makes a decision on the appeal approving the placement.
17. If no waiver has been signed and the appeal is submitted within the required time frame, the Unit Clerk shall forward the appeal, to the Commissioner, or designee. An appeal that is submitted even though a waiver has been signed or an appeal that is submitted late shall not be forwarded and the prisoner shall be placed in the Administrative Control Unit.
18. The Commissioner, or designee, shall make a decision on the appeal within thirty (30) days, noting the decision on the Administrative Control Unit Review Minutes form. The form shall be forwarded to the Department's Director of Classification, who shall forward it to the Warden, or designee, for distribution within the Prison, with a copy to the prisoner.
19. If the prisoner is placed in the Administrative Control Unit, an Individualized Case Plan (Attachment D) that outlines expectations of the prisoner while in the Administrative Control Unit shall be approved by the Prison Special Management Unit Team.
20. If the prisoner is not placed in the Administrative Control Unit, the prisoner shall be reviewed by the Prison Special Management Unit Team for a recommendation as to his appropriate status. The review shall be conducted in accordance with the applicable departmental policy. If this would result in the

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 5 of 14

transfer of a prisoner to another facility, the approval of the Department's Director of Classification shall be requested.

Procedure C: Additional Reviews

1. The Prison Special Management Unit Team shall conduct additional reviews of a prisoner placed in the Administrative Control Unit at least every thirty (30) days for the first six (6) months and at least every six (6) months thereafter. Except as specified in this procedure, the additional reviews shall be conducted as set out in Procedure B.
2. The Unit Manager, or designee, shall provide to the prisoner a copy of the Notice of Additional Review of Administrative Control Unit Housing form (Attachment E) a minimum of forty-eight (48) hours prior to the Special Management Unit Team review. The prisoner may not waive the forty-eight (48) hour notice for this review.
3. The staff providing the form to the prisoner shall record, on the form, the date and time of provision of the form to the prisoner.
4. If the recommendation is that the prisoner be retained in the Administrative Control Unit, the Unit Manager, or designee, shall complete the Administrative Control Unit Review Minutes form, including the rationale for the recommendation, and shall forward the form to the Warden, or designee.
5. The Warden, or designee, shall make a determination as to whether retention in the Administrative Control Unit is justified.
6. If the Warden, or designee, determines that retention is justified, the Warden, or designee, shall note the determination on the Administrative Control Unit Review Minutes form, and the prisoner shall be provided a copy of the form. The prisoner shall be afforded the right to appeal a retention decision to the Commissioner, or designee.
7. If the Warden, or designee, determines that retention is not justified, the Warden, or designee, shall note the determination on the Administrative Control Unit Review Minutes form, and shall notify the Department's Director of Classification. The Warden, or designee, shall forward the form to the Department's Director of Classification.
8. After consulting with the Department's Director of Security and other appropriate staff, the Department's Director of Classification shall decide whether the prisoner is to be removed from the Administrative Control Unit, noting the decision on the form, and shall inform the Warden, or designee, of the decision. The Department's Director of Classification shall forward the form to the Warden, or designee, who shall forward it to the Special Management Unit Manager, or designee. The Unit Manager, or designee, shall provide a copy of the form to the

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 6 of 14

prisoner and record, on the form, the date and time of provision of the form to the prisoner.

9. The prisoner shall be afforded the right to appeal a retention decision to the Commissioner, or designee.
10. Regardless of whether the prisoner has submitted an appeal, the retention of any prisoner in the Administrative Control Unit for more than six (6) months requires the review and approval of the Commissioner.
11. The Warden, or designee, shall provide the Department's Director of Classification with the justification for the Commissioner's approval (Attachment F). After conferring with the Department's Director of Security and other appropriate staff, the Director of Classification shall make a recommendation to the Commissioner regarding approval.
12. The Commissioner shall make a decision regarding approval prior to the expiration of six (6) months from the prisoner's placement in the Administrative Control Unit.
13. If the prisoner is retained in the Administrative Control Unit for more than six (6) months, the Special Management Unit Team shall conduct additional reviews of the status of the prisoner at least every six (6) months thereafter. The continued retention of the prisoner in the Administrative Control Unit requires the Warden, or designee, to provide the justification (Attachment F) and requires the review and approval of the Commissioner every six (6) months.

Procedure D: Orientation to and Conditions of the Administrative Control Unit

1. The Unit Manager, or designee, shall ensure prisoners placed in the Administrative Control Unit receive an orientation to the Administrative Control Unit, the level system for prisoners in this unit, and criteria for removal from the Administrative Control Unit. The orientation shall be documented.
2. Prisoners placed in the Administrative Control Unit shall be enrolled in the challenge curriculum, or similar program, as part of the prisoner's Individualized Case Plan. The prisoner shall start the curriculum as an in-cell program. If the prisoner progresses in the program and his risk to others has been reduced, the prisoner may participate in the program in a group setting with the proper security precautions.
3. Prisoners in the Administrative Control Unit shall be provided living conditions that approximate those of general population prisoners regarding cell size, lighting, heat, and ventilation. Prisoners in the Administrative Control Unit shall be single celled. Unless an exception is made in accordance with this procedure, the following shall apply to prisoners in the Administrative Control Unit:

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 7 of 14

- a. Prisoners shall be allowed to purchase stationary and hygiene items as listed in this procedure from the commissary, unless an item creates a risk to safety or security. Prisoners shall be allowed personal property items as listed in this procedure.
- b. Prisoners shall be allowed one (1) telephone call per week. Additional telephone calls shall be allowed for emergencies and otherwise as permitted by the Unit Management team.
- c. Regular visits of one (1) per week shall be allowed under the appropriate security procedures. Professional visits shall be allowed as permitted by the Unit Management Team. All regular and professional visits shall be non-contact. If services are permitted to be provided by volunteers, they shall be provided on a non-contact basis.
- d. Personal legal materials, written religious materials, correspondence and writing materials shall be permitted that can be contained in the approved storage box/container. Any additional legal materials shall be stored and made available within a reasonable period of time upon written request, on an even exchange basis.
- e. Incoming and outgoing mail is permitted as per Department policy.
- f. Prisoners shall be permitted access to the law library materials by requesting legal materials in accordance with facility procedures. Leisure reading materials may be requested on a weekly basis from the library in accordance with facility procedures.
- g. Health care items shall be permitted as determined necessary by the facility health care provider. If an item might create a risk to safety or security, the Unit Manager, or designee, shall consult with the health care provider about other alternatives.
- h. Prisoners shall be permitted personal religious items that prisoners on general population status are permitted to keep in their cells, unless an item creates a risk to safety or security.
- i. Out-of-cell exercise shall be at least one (1) hour per day, five (5) days per week, outdoors weather permitting, unless security or safety considerations dictate otherwise.
- j. Prisoners shall have the opportunity to shower and shave at least three (3) times per week.
- k. Prisoners shall be permitted the opportunity to have at least three (3) clothing exchanges per week. Access to linen exchange shall be the same as for general population. Access to barber and laundry services shall be in accordance with post orders.
- l. If not purchased in the commissary, prisoners shall be provided the following personal hygiene items:

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 8 of 14

1. Toothbrush
2. Toothpaste
3. Comb or brush
4. Soap
5. Deodorant
6. Toilet paper
7. Toilet, sink and running water
8. Access to shaving implements
9. Drinking cup

m. Prisoners shall be provided the following linens:

1. 1 Towel
2. 1 Wash Cloth
3. 2 Bed Sheets
4. 1 Pillow Case
5. 2 Blankets
6. 1 Pillow
7. 1 Mattress

n. Prisoners shall be provided the following clothing:

1. Pants and shirt or one-piece suit
2. 1 complete set of underwear, appropriate by gender
3. 1 pair of socks
4. 1 set of footwear
5. Access to a jacket or coat, hat, and gloves for outdoor exercise or transport, when seasonally necessary.

o. Prisoners shall have access to programs and services such as educational, social, case management and religious guidance, provided they can be afforded safely and are administratively feasible.

4. An exception to any of the above may be made by the Correctional Sergeant, or above ranking staff member, provided the Sergeant obtains the approval of the Unit Manager or Shift Commander immediately after the exception. The exception may be made, on a case-by-case basis, when it is necessary to prevent self-injurious behavior, injury to others, damage to property of others or a risk to security. In addition to recording the information in the unit log, the staff person making the request shall complete an incident report in CORIS that is reviewed by the Unit Manager. The restriction shall last only as long as necessary.
5. Prisoners in the Administrative Control Unit shall receive the same meals as provided to general population prisoners. An exception may be made when a prisoner is throwing food or otherwise using food or a food service implement in a manner that is hazardous to self, staff, or other prisoners. Alternative meal service shall be on a case-by-case basis, based only on health or safety considerations, shall meet basic nutritional requirements, and shall only occur

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 9 of 14

with the written approval of the Warden and the physician, physician assistant or nurse practitioner. In such a case, the prisoner may be given the same meal in a different form or a different meal of similar nutritional value. The staff person making the request for alternative meal service shall complete an incident report in CORIS that is reviewed by the Unit Manager and, if determined appropriate, the Unit Manager, or designee, shall request written approval from the Warden and the responsible health authority. Approval for a prisoner to receive alternative meal service shall also be recorded in the unit log. The restriction shall last only as long as necessary and shall not exceed seven (7) days.

6. The Shift Commander and the assigned Correctional Sergeant shall visit the living area where prisoners in the Administrative Control Unit are housed at least daily.
7. The Chief Administrative Officer, or designee, shall visit the living area in the Administrative Control Unit where prisoners are housed at least weekly.
8. Correctional Caseworkers and Correctional Care and Treatment Workers assigned to prisoners in the Administrative Control Unit shall personally visit each prisoner on their caseloads a minimum of twice per week.
9. Prisoners in the Administrative Control Unit shall be provided the opportunity to receive weekly visits from the facility chaplain to provide one-on-one religious counseling.
10. There shall be a level system for the Administrative Control Unit by which prisoners may receive additional privileges in accordance with the provisions of the unit's level system and Department Policy 23.6, Privilege Level System.

Procedure E: Medical Visits and Mental Health Evaluations for the Administrative Control Unit

1. Prisoners placed in the Administrative Control Unit shall receive the same medical services as provided to general population prisoners. An exception may be made by the Correctional Sergeant, or above ranking staff member, provided the Sergeant obtains the approval of the Unit Manager or Shift Commander immediately after the exception. The exception may be made, on a case-by-case basis, when a prisoner's behavior indicates a threat to medical or other staff. In such a case, if possible, the provision of medical services shall be modified to ensure the safety of staff. In addition to recording the information in the unit log, the staff person making the request shall complete an Incident Report that is reviewed by the Unit Manager, who shall forward it to the Chief of Security. The restriction shall last only as long as necessary.
2. At a minimum, daily visits to prisoners housed in the Administrative Control Unit shall be made by health care staff to ensure the prisoner's access to appropriate health care.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 10 of 14

- a. The presence of the health care staff shall be announced to the prisoners.
 - b. The health care staff shall observe each prisoner and inquire of each prisoner as to the prisoner's well-being.
 - c. Health care staff shall record their visits in the housing log.
3. A licensed mental health care staff person shall meet with the prisoner for an assessment of his mental status by the end of the next working day after placement in the Administrative Control Unit and weekly thereafter, at a minimum.
4. A summary of each assessment shall be made available to the Unit Manager on a weekly basis. The summaries shall be made available to the Unit Management team prior to the prisoner's reviews so that this information can be taken into consideration during the reviews.

Procedure F: Security Procedures for Prisoners in the Administrative Control Unit

1. At a minimum, all prisoners housed in the Administrative Control Unit shall be observed in person by a correctional officer at least every thirty (30) minutes on an irregular schedule.
2. A prisoner may be placed on more frequent observation by the Unit Management Team or as otherwise provided by Departmental policy, such as when a prisoner is exhibiting disruptive, unstable or unusual behaviors.
3. A prisoner in the Administrative Control Unit may be restrained using stationary restraints attached to the wall while making a phone call, provided the restraints are only for the duration of the phone call.
4. All prisoners in the Administrative Control Unit may be in restraints and shall be escorted by trained staff during out of unit movements and transports and at other times in accordance with unit post orders.
5. Log books shall be maintained in accordance with Departmental policy.

Procedure G: Removal from Administrative Control Unit

1. When, as result of a review, the Prison Special Management Unit Team recommends that a prisoner be removed from the Administrative Control Unit, the Unit Manager, or designee, shall complete the Administrative Control Unit Review Minutes form, including the rationale for the recommendation, and shall forward the form to the Warden, or designee.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 11 of 14

2. The form shall include the following information supporting the reason(s) that the team believes that the prisoner no longer meets the criteria set out in Procedure A. 3:
 - a. Appropriate interaction with staff and other prisoners;
 - b. Involvement in work (if assigned) and other programming (challenge curriculum, anger management, thinking for a change, education, substance abuse, etc.), and recreational activities;
 - c. Adherence to department disciplinary rules; and
 - d. Compliance with other aspects of his Individualized Case Plan.
3. The Warden, or designee, shall make a determination as to whether removal from the Administrative Control Unit is appropriate, noting the determination on the Administrative Control Unit Review Minutes form, and shall notify the Department's Director of Classification. The Warden, or designee, shall forward the form to the Department's Director of Classification.
4. After consulting with the Department's Director of Security and other appropriate staff, the Department's Director of Classification shall decide whether the prisoner is to be removed from the Administrative Control Unit, noting the decision on the form, and shall inform the Warden, or designee, of the decision. The Department's Director of Classification shall forward the form to the Warden, or designee, who shall forward it to the Special Management Unit Manager, or designee. The Unit Manager, or designee, shall provide a copy of the form to the prisoner and record, on the form, the date and time of provision of the form to the prisoner.
5. The prisoner shall be afforded the right to appeal a retention decision to the Commissioner, or designee.
6. Prior to removal from the Administrative Control Unit, the Prison Special Management Unit Team, in consultation with the receiving housing unit management team, shall complete a transition plan documenting pertinent information and programming goals for transitioning the prisoner into the general population.
7. A prisoner removed from the Administrative Control Unit shall be placed into an appropriate step-down program that includes an adjustment time in general population at the Maine State Prison as set out in the prisoner's transition plan.
8. The transition plan shall be provided to the prisoner, the unit manager of the receiving housing unit, and the prisoner's case manager. The plan shall be reviewed at the next unit management team meeting and appropriate adjustments may be made as provided in departmental policy.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 12 of 14

9. The Commissioner may remove a prisoner from the Administrative Control Unit and place the prisoner in another housing unit at any time for any reason in his or her discretion.

Procedure H: Intensive Mental Health Unit

1. A prisoner may not be placed in the Administrative Control Unit if the prisoner is more appropriate for placement in the Maine State Prison Intensive Mental Health Unit (IMHU).
2. If a prisoner who has been placed in the Administrative Control Unit becomes more appropriate for placement in the IMHU, the prisoner shall be transferred to the IMHU.
3. Once a decision has been made to release or discharge a prisoner from the IMHU who was transferred to the IMHU from the Administrative Control Unit and prior to the release or discharge, the Special Management Unit Team, in collaboration with IMHU mental health care staff, shall determine whether to recommend the prisoner's transfer back to the Administrative Control Unit, using the review process set out in Procedure C.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4249** When segregation units exist, written policy and procedure govern their operation for the supervision of inmates under administrative segregation, protective custody, and disciplinary detention.
- ACI - 4-4253** Written policy, procedure, and practice provide for a review of the status of inmates in administrative segregation and protective custody by the classification committee or other authorized staff group every seven days for the first two months and at least every 30 days thereafter.
- ACI - 4-4254** Written policy, procedure, and practice specify the review process used to release an inmate from administrative segregation and protective custody.
- ACI - 4-4256** Written policy, procedure, and practice provide that a qualified mental health professional personally interviews and prepares a written report on any inmate remaining in segregation for more than thirty days. If confinement continues beyond thirty days, a mental health assessment by a qualified mental health professional is made at least every three months-more frequently if prescribed by the chief medical authority.
- ACI - 4-4257** Written policy, procedure, and practice require that all special management inmates are personally observed by a correctional officer twice per hour, but no more than 40 minutes apart, on an irregular schedule. Inmates who are violent or mentally disordered or who demonstrate unusual or bizarre behavior receive more frequent observation; suicidal inmates are under continuing or continuous observation.
- ACI - 4-4258** Written policy, procedure, and practice provide that inmates in segregation receive daily visits from the senior correctional supervisor in charge, daily visits from a qualified health care official (unless medical attention is needed more frequently), and visits from members of the program staff upon request.
- ACI - 4-4259** Written policy and procedure govern the selection criteria, supervision, and rotation of

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 13 of 14

- staff who work directly with inmates in segregation on a regular and daily basis.
- ACI - 4-4260 Written policy, procedure, and practice provide that staff operating segregation units maintain a permanent log.
- ACI - 4-4261 Written policy, procedure, and practice provide that all inmates in segregation are provided prescribed medication, clothing that is not degrading and access to basic personal items for use in their cells unless there is imminent danger that an inmate or any other inmate(s) will destroy an item or induce self-injury.
- ACI - 4-4262 Written policy, procedure, and practice provide that inmates in segregation have the opportunity to shave and shower at least three times per week.
- ACI - 4-4263 Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.
- ACI -4-4264 Alternative meal service may be provided to an inmate in segregation who uses food or food service equipment in a manner that is hazardous to self, staff, or other inmates. Alternative meal service is on an individual basis, is based on health or safety considerations only, meets basic nutritional requirements, and occurs with the written approval of the warden/superintendent, or designee and responsible health authority or designee. The substitution period shall not exceed seven days.
- ACI - 4-4265 Written policy, procedure, and practice provide that whenever an inmate in segregation is deprived of any usually authorized item or activity a report of the action is filed in the inmate's case record and forwarded to the chief security officer.
- ACI -4-4266 Written policy, procedure, and practice provide that inmates in segregation can write and receive letters on the same basis as inmates in the general population.
- ACI - 4-4267 Written policy, procedure, and practice provide that inmates in segregation have opportunities for visitation unless there are substantial reasons for withholding such privileges.
- ACI - 4-4268 Written policy, procedure, and practice provide that inmates in segregation have access to legal materials.
- ACI - 4-4269 Written policy, procedure, and practice provide that inmates in segregation have access to reading materials.
- ACI - 4-4270 Written policy, procedure, and practice provide that inmates in segregation receive a minimum of one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise.
- ACI - 4-4271 Written policy, procedure, and practice provide that inmates in administrative segregation and protective custody are allowed telephone privileges.
- ACI - 4-4273 Written policy, procedure, and practice provide that inmates in administrative segregation and protective custody have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
15.5 Administrative Control Unit	15. Special Management Prisoners	Page 14 of 14